

1. Inquire

Many reports that you print from applications are pre-designed; that is, the selection of records, and the fields that print for each record are pre-determined by the designer of the application. You simply choose the report you would like to print from a menu option, choose an output device, and the selected report prints.

You can also create your own reports, however, if you have either VA FileMan's print options, or custom-designed application options that take advantage of the same VA FileMan features. This chapter introduces one of VA FileMan's print options, Inquire to File Entries.

There are two ways you'll have an opportunity to use VA FileMan's inquiry capabilities:

- An option that has been set up already to allow you to inquire to entries from a particular file.
- VA FileMan's Inquire to File Entries option, which lets you inquire to any file to which you have access.

In either case, use of VA FileMan's inquire feature is very similar. In most cases, the only difference is that with the Inquire to File Entries option, you have to choose which file to inquire to.

Inquire to File Entries Option

The quickest way to display the data for one file entry or for a small number of entries is to use the Inquire to File Entries option. This option lets you choose a set of entries to display, and choose the fields that you want to see for each entry.

Inquire

For example:

Select OPTION: **INQUIRE TO FILE ENTRIES**

OUTPUT FROM WHAT FILE: PATIENT// <RET>

Select PATIENT NAME: **WAGSTROM, RICHARD**

ANOTHER ONE: **HENRY, JOHN**

ANOTHER ONE: **HENRY, JAMES**

ANOTHER ONE: <RET>

STANDARD CAPTIONED OUTPUT? Yes// <RET> (Yes)

Include COMPUTED fields: (N/Y/R/B): NO// ?

Enter a code from the list.

Select one of the following:

N	NO - No record number (IEN), no Computed Fields
Y	Computed Fields
R	Record Number (IEN)
B	BOTH Computed Fields and Record Number (IEN)

Include COMPUTED fields: (N/Y/R/B): NO// **BOTH Computed Fields and Record Number (IEN)**

DISPLAY AUDIT TRAIL? No// <RET> NO

5. The entries you selected are now displayed (abbreviated).

NUMBER: 180	NAME: WAGSTROM, RICHARD
SEX: MALE	DATE OF BIRTH: 04/04/1944
.	.
.	.
.	.
NUMBER: 229	NAME: HENRY, JOHN
SEX: MALE	DATE OF BIRTH: 01/01/1962
.	.
.	.
.	.
NUMBER: 187	NAME: HENRY, JAMES
SEX: MALE	DATE OF BIRTH: 00/00/1952
.	.
.	.
.	.

1. Choose file.

2. Choose entries to display from file.

3. Choose output fields. **Captioned Output** is easiest (displays all fields that contain data for each entry).

4. For Captioned Output, choose whether to print record numbers and computed fields.

Figure 4: An Example Using the Inquire to File Entries Option